

**CITY OF NORFOLK
FILM PERMIT APPLICATION**

1. Applicant Name _____

2. Applicant Address _____

3. Applicant's Telephone, Fax, Pager and After-Hours Numbers

4. Applicant's Email Address _____

5. Applicant's State of Incorporation _____
(If applicable)

6. Name, Address of Applicant's Registered Agent (If applicable)

7. Contact Person (If different from applicant). Include address, telephone and an after hours telephone number.

8. How will the footage be used?

The applicant must complete the accompanying form(s) on "Scene-By-Scene Location Information." The applicant by submitting this application certifies he/she or it understands and agrees that City Code 29-68.1 (attached) and all regulations promulgated pursuant to it are part of any permit granted.

We certify that all the information in this application, or attached to it, is complete, true and accurate, and that any misrepresentation will be cause for revocation of any permit granted, and that I/We will promptly amend/supplement the information.

Signature

Official Title

Date

SCENE-BY-SCENE LOCATION INFORMATION

It is important that you answer these questions as completely as possible. Each date and location must be separately described. You may attach additional descriptive pages, if necessary.

LOCATION # _____

Location: _____

Date: _____

Filming Times, From Start to Finish: _____

Brief Description of Location Activity (Attach copy of script, if possible.)

If you are filming in a residential district the hours of operation are limited to 7 a.m. to 10 p.m. The Film Coordinator and the Police Coordinator can consider an extension with certain stipulations. Please indicate if you are applying for an extension. Indicate the hours you want to film.

Describe all stunts, chase scenes, special effects, etc., buy location, date and hour (a separate page may be attached.)

Will filming require use of police officers or other city employees for crowd/traffic control, traffic rerouting, or other services?

Yes _____ No _____. If so, please explain in detail. (Note: The city may determine that additional personnel are needed to ensure public safety and convenience.)

How many actors, employees/sub-contractors will part in this location activity?

List types of equipment that will be required for this location, (i.e. mechanical, electrical, automotive).

Are you requesting any special parking privileges at this location? If so, please describe (i.e. No stopping signs for your set, permission to park in loading and no parking zones, etc. Attach a diagram, if necessary.

Have you made separate parking, storage or security arrangements with individuals or private companies? If so, please provide a description of these arrangements, including location information.

Will the crew be eating on site? If so, explain these arrangements, including plans for clean-up of site.

Will filming require use of city buildings or other facilities or equipment? If so describe each specific location by date and location and how you intend to use them.

REGULATIONS FOR FILMING ACTIVITIES
IN THE CITY OF NORFOLK

These regulations are promulgated in accordance with City Code §29-68.1.

1. **PERMIT PROCESSING AUTHORITY.** The City's Film Coordinator, with the authority of the City Manager, (401 Monticello Ave, 4th Floor, Norfolk, Virginia (757) 664-4055), coordinates the processing of all permit applications and arrangements for the provision of City services and personnel required by filming activities and/or requested by filming activity permittees.

Applications, on a form provided by the City Manager, are to be filed with the Film Coordinator at least 14 days prior to the intended commencement of filming activities. This period may be shortened if, in the discretion of the Film Coordinator, the desired filming activities are limited in scope or location, and the application can be processed within a shorter time period.

2. **PERMIT REQUIREMENT.** Persons desiring to engage in filming activities on or in streets, parks or other public places are required to have a permit issued by the City Manager, except that a permit shall not be required for news coverage of contemporaneous events or documentaries not for profit.

Although every reasonable attempt will be made to accommodate reasonable filming requests, there are certain conditions that will preclude the issuance of a permit. These include:

(a) When the filming activities will substantially interrupt the safe and orderly movement of traffic contiguous to the filming site, or in or through the public place used for desired filming activities, and public traffic needs cannot be accommodated reasonably by temporary re-routing; and/or

(b) When its size or the nature of the filming activities will require the diversion of so great a number of police officers and/or other personnel of the City to properly police the film site or provide other services that normal required police or City obligations are impaired; and/or



When the concentration of persons and vehicles at the filming site and surrounding areas will unduly interfere with proper fire and police protection of, or ambulance service to, locations contiguous to such areas.

(d) When the filming will interfere with the movement of firefighting equipment en route to a fire.

3. **FEES.** A non-refundable application processing fee of \$100.00 must accompany each application, except that applicants whose principal place of business is in Norfolk shall pay a \$50 fee. This fee is not required of students or nonprofit entities.

4. **PERMIT INFORMATION.** It is critically important that full and complete information about the desired filming activities and the City services and personnel desired be provided on the permit application or on separate documents attached thereto. A copy of the portion of the shooting script and location schedule for every location and scene intended to be filmed in the City must be included, provided, however, that the Filming Coordinator may accept alternate written information sufficient to clearly describe each location intended to be used and the nature of each scene to be filmed on each location. A detailed description of every stunt, chase scene, and special effect scene intended to be filmed in the City must also be provided. A map identifying specific filming locations, portions of streets or other public places desired to be temporarily obstructed, times and dates of obstruction, equipment placement, etc., may be required.


This information will be needed to determine whether and to what extent the permit is to be granted, to estimate the expense of required and desired City services, and to determine the extent of insurance and bond requirements. Any amendments to an application must be submitted a sufficient time prior to any filming affected by such amendments so as to enable the Film and Police Coordinators to evaluate them and determine the propriety of amendment of the permit, but in no event less than the time period required by Section 6(l). It should be noted that although the city does not have the authority to approve or deny film shoots on private property,

arrangements made with private companies or individuals which might affect residents or property owners in the vicinity of the proposed filming should be disclosed in the permit application. Any falsification or misrepresentation will be cause for denial of a permit or revocation of an issued permit.

5. PERMIT PROCESSING PROCEDURE.

(a) Any necessary explanation or amplification of the permit application information will be obtained by the Film Coordinator.

(b) Circulation. To ensure communication of an impending filming activity is complete and thorough, the completed permit application will be circulated to every City department and agency which may be affected by the desired filming activity. These will always include the Departments of Police and Public Works, the Division of Risk Management, and the Norfolk Convention and Visitors Bureau. Other agencies consulted, depending upon the location and nature of the intended activity, may include the Departments of Fire, Parks and Recreation, Utilities and/or the Norfolk Redevelopment and Housing Authority.

 Insurance requirements. Protection of the interests of both the city and the permittee is a priority. Therefore, the applicant must procure and maintain in full force and effect, throughout the period of the permit, comprehensive general liability insurance with a policy limit of one million (\$1,000,000) dollars per occurrence and in the aggregate, covering bodily injury, death and property damage claims, with the City of Norfolk and its officers and employees included as additional named insureds. All required insurance must be written by a company licensed to do business in Virginia, unless a policy of a non-Virginia licensed insurer is specifically approved in writing by the City's Risk Manager. The applicant must provide the Film Coordinator with certificates of insurance and policy endorsements evidencing the existence of such coverage and the coverage of the City, its officers and employees. CERTIFICATES OF

INSURANCE REFLECTING THE REQUIRED COVERAGE MUST BE FILED WITH THE FILM COORDINATOR PRIOR TO THE ISSUANCE OF A PERMIT. Depending upon the nature and/or location of the filming activities intended, any minimum insurance requirement may be increased. Minimum liability insurance requirements may also be lowered by the Film Coordinator, after consultation with the City's Risk Manager, when desired filming activities are very limited in scope or location or are not intended to take place on public rights of way, or for similar reasons.

(d) Estimated Cost of City Services. It is the policy of the City of Norfolk to encourage motion picture activity in the community. Film companies are allowed to use equipment, space, and/or city personnel, provided that such use does not result in the reduction of services or increase in cost to the city's taxpayers. Therefore, the City of Norfolk must be fully reimbursed for its related employee costs, equipment costs, and any cost of space provided to film companies. A determination will be made as to the estimated cost of the City services and personnel desired by the permittee or those required by the City because of the filming activities. An advance cash deposit or irrevocable letter of credit in the amount of such estimate will be required as a condition of issuance of the permit. In the event the permitted filming activities are to continue for more than a few days, the permittee may be allowed to pay the estimated costs in installments, as they are incurred. The City will have the right to use any part of the deposit for or draw upon the letter of credit for reimbursement for any damage to City or private property, in its sole discretion. Any excess advanced funds remaining at the conclusion of filming will be returned to the permittee.

(e) Bond Requirement. A determination will be made as to whether the nature or extent of the desired filming activity poses a sufficient potential risk of damage to City or private property that a bond for the payment for any such damage is appropriate. If so, the permittee will be required to provide such a bond as a condition of the issuance of a permit, in addition to the required advance deposit.

6. CONDITIONS OF FILMING ACTIVITIES.

(a) The permittee, by acceptance of the permit and the performance of any filming activities allowed by it, agrees to comply with these regulations and with City Code § 29-68.1, both of which shall be a part of the permit and attached thereto.

(b) The Chief of Police will normally designate a City of Norfolk police officer of the rank of sergeant or above as Police Coordinator, to be in charge of public security and overall coordination between the permittee and City departments rendering services. The cost of the time of such officer devoted to this activity will be charged against or recovered from the permittee's advance deposit or letter of credit. Uniformed police officers will be assigned to motion picture details when the Police Coordinator, Film Coordinator, or City Manager deems it advisable for public safety and convenience. The number of officers assigned will be determined by the Police Coordinator, depending on the extent of filming and other factors. The expense of such service will be charged against or recovered from the permittee's advance deposit or letter of credit. Filming in areas occupied by City departmental operations must have express prior written approval of the Film Coordinator.

☞ The permittee must obtain specific prior approval when obstruction of a street or public place is needed to accomplish filming. This permission will be given by the Police Coordinator or the Film Coordinator. In the event temporary street and/or sidewalk obstruction is required, the permittee will be responsible for providing the barricades and cones determined necessary by the Department of Public Works. "No Parking" signs needed will be furnished by the Department of Public Works. However, these signs must be installed and removed by the permittee. Hooding for parking meters, when necessary, will be furnished, installed and removed by the City's Department of Civic Facilities. All costs for the aforementioned equipment, as well as for any and all such signs, will be charged against or recovered from the permittee's advance deposit or letter of credit. The permittee will be responsible for and, at the City's discretion, will be billed by the City for all damages to or losses of City property or equipment resulting from the permittee's activities.

(d) In addition to City personnel whose services are requested by the permittee, the City reserves the right to determine the numbers and types of additional City personnel, including personnel from the Film Coordinator's Office, who will be needed at filming locations to ensure public safety and convenience, and the costs incident to the services of such personnel will be charged against or recovered from the permittee's advance deposit or letter of credit.

(e) Although the City wishes to encourage the economic development and promotion that comes with motion pictures and commercial filming, efforts must be made to protect the comfort and welfare of its citizens. Therefore, residential areas can be used for filming only between the hours of 7:00 a.m. and 10:00 p.m., unless otherwise specifically approved in advance by the Film Coordinator and Police Coordinator, and the City reserves the right to further restrict filming activities in such neighborhoods during hours that might create a disturbance. Filming activities in commercial areas may also be restricted during certain hours, due to considerations such as rush hour traffic. Industrial areas can be used for filming 24 hours a day, provided that business activities in the area are not affected or impaired. Except as specifically authorized by the Film Coordinator and Police Coordinator, the permittee shall not interfere with the normal activities of a neighborhood, will not interfere with street sweeping or refuse collection, and will not deprive property owners or the public of egress or ingress to private or public property.

(f) A permittee, no later than 72 hours before engaging in filming activities in a residential neighborhood, must provide written notice to the residents in the area who may reasonably be expected to be affected as to the name of the permittee, shooting times, and the name, address and phone numbers of the permittee's local office or representative. This notice period may be shortened, at the discretion of the Film Coordinator, if all affected residents in the area receive actual notice a reasonable time prior to the filming activities. If the scene to be shot involves events which are of a frightening or violent nature, i.e., a shooting, car accident, etc., the

permittee must explain this in its written communication to residents. All written communications to residents must be approved in advance by the Film Coordinator prior to distribution.

(g) No littering is permitted, and all refuse and materials must be cleaned up completely by the permittee when leaving the location. In the event City property is not cleaned up or is damaged in any way, the City will charge any cleaning expenses or damages against the permittee's advance deposit or letter of credit, and the permittee will be responsible for payment of such expenses if they exceed the advance deposit or letter of credit.

(h) The Film Coordinator shall be notified in writing by a permittee of any changes to the information originally provided to it at least 24 hours prior to any altered filming activities, provided that such 24 hours shall commence no later than 5:00 p.m. on Thursday for any filming on weekends or Mondays, and shall be extended an additional 24 hours by any holiday occurring between the time of notice and the time of altered filming activities. The Film Coordinator may permit changes with less than 24 hours advance notice if no City services or resources are involved.

(i) The failure of the permittee to comply with any requirement of these regulations, or with any term or condition of the permit, may result in the revocation of the permit, at the sole discretion of the City. The permittee, by accepting the permit and undertaking filming activities thereunder, waives any and all claims for damages or losses it may sustain should the City revoke the permit for cause.

(j) City vehicles and/or equipment may be leased to permittees for short periods of time, with the express prior approval of the director of the department to which such vehicles or equipment are assigned, provided that such vehicles or equipment can be spared and are not needed for City use during the desired period of use, and further provided that the permittee, as part of any such lease, provides and maintains in full force and effect liability insurance with the City and its employees as insureds, and casualty insurance coverage protecting the City against any loss of or damage to any leased City vehicle or equipment. No

such vehicles or equipment may be used in any hazardous or potentially hazardous activities, and any operation of any City vehicles shall only be permitted to off-duty City employees, employed for such purpose as part-time employees of a permittee. Departmental directors shall take into consideration the risk of loss or damage and the effect of the loss of use of such vehicles or equipment from the time of damage or destruction during the lease period to replacement upon departmental operations. Any lease of City vehicles or equipment must be approved by the City Attorney and signed by a City official authorized to sign City contracts, and the required insurance coverage must be approved by the City's Risk Manager.

(k) City employees, while on duty, may be permitted to appear on camera during filming activities, with the express prior written approval of their departmental director, provided that participation in such activities does not adversely affect or impair departmental operations, responsibilities, or reputation, and further provided that such employees may not actively participate as performers or perform any compensable services for a permittee, and that their involvement be limited to background appearances.

7. COMPLIANCE WITH LAWS. By acceptance of the permit and the commencement of any filming activities allowed by it, the permittee agrees to comply with all applicable laws, ordinances and regulations adopted or established by federal, state or local governmental agencies or bodies and with all rules and regulations pertaining to the premises that are applicable to the permittee.

8. PUBLIC SAFETY. By accepting a permit and commencement of filming activities allowed by it, the permittee agrees to conduct its activities at all times with full regard to public safety and to observe and abide by all applicable regulations and requests of the City and of duly authorized governmental agencies responsible for public safety.

9. CITY'S RIGHT TO CANCEL. The City reserves the right to cancel or terminate any permit upon the happening of the following conditions:

(a) The permittee defaults in the payment of the required advance deposit or

any required supplementary deposit, or fails to increase the letter of credit upon demand.

(b) The permittee is in substantial breach of any of the other agreements, terms, covenants, or conditions which the permit or these regulations require it to perform.

10. PAYMENT FOR DAMAGES. By accepting a permit and commencing filming activities allowed by it, the permittee agrees to pay costs of repair or replacement for any and all damages caused by the permittee's use of City property, right-of-way, or adjacent areas pursuant to the permit, in order to restore the premises or other parts of the City's premises affected by the event to a condition equal to that existing at the time the permittee began to use such space or areas. The permittee further agrees that should the City notify the permittee that the City has determined that some damage has occurred, the permittee will supplement its advance deposit or irrevocable letter of credit by an increased sum to be reasonably determined by the City, necessary to cover the cost of repairing or replacing such damage. The City may, in its sole discretion, require the payment of such amount prior to the continuation of filming. The City will provide detailed billing and accounting to permittee when such repair or replacement is completed.

11. RETENTION OF CITY'S RIGHTS. The waiver or failure of the City to insist upon strict and prompt performance of any condition of the permit or any of these regulations, shall not constitute or be construed as a waiver or relinquishment of City's right thereafter to enforce the same strictly according to the tenor thereof in the event of a continuous or subsequent default in the part of the Contractor.

12. LOCAL RESOURCES AND LOCATION ASSISTANCE. The Norfolk Convention and Visitor's Bureau will provide location assistance at no charge to film companies considering filming in Norfolk or the Greater Hampton Roads area. Requests for assistance should be directed to:

Ms. Courtney Thrift
City of Norfolk
Division of Communications & Public Information
401 Monticello Ave

**4th Floor
Norfolk, VA 23510
(757) 664-4055
(757) 664-4006 (fax)**

This agency also publishes a resource directory for film companies desiring to do business in Norfolk, which can be obtained at no cost either from NCVB or the City's Film Coordinator.